

Oriental American Education Foundation



Today's Date \_\_/\_\_/\_\_

Position Applied For: \_\_\_\_\_

Employee Information

( ) Full-Time ( ) Part-Time ( ) Temporary ( ) Consultant

Personal Information

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SSN / Gov't ID: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_ Spouse's Work Phone: \_\_\_\_\_

Have You Ever Worked For The Love Charitable Foundation: YES NO

How Did You Hear About This Position? \_\_\_\_\_

Do You Know Anyone That Works in the Oriental American Education Foundation? YES NO

If You Answered Yes, Who? \_\_\_\_\_

EDUCATION

Highest Grade Completed: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College/University Attended: \_\_\_\_\_

Number Of Years: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Degree(s): \_\_\_\_\_ Other Education Training/Courses: \_\_\_\_\_

Are You Currently Attending School: YES NO If Yes, School Attending: \_\_\_\_\_

**Oriental American Education Foundation**

Year Degree Expected: \_\_\_\_\_

**Previous Job Information**

Title: \_\_\_\_\_ How Long Held? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
Work Location: \_\_\_\_\_ Email: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Date of Employed: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Previous Job Information**

Title: \_\_\_\_\_ How Long Held? \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
Work Location: \_\_\_\_\_ Email: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Date of Employed: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Emergency Contact Information**

Full Name: \_\_\_\_\_  
*Last First M.I.*  
Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*  
Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**NOTE: It is the employee's responsibility to keep this information up-to-date. Any changes should be reported to HR, or a new form should be submitted.**

**Your privacy is important to us. Your information will remain confidential throughout this process. If your job application is not successful, your data will not be kept on file or used for any other purposes and will be discarded.**

**Oriental American Education Foundation**

**For HR Uses:**

**Date Submitted:**

**Verification by:** \_\_\_\_\_